

*Memorandum***SECRET****CONFIDENTIAL**

TO : Director of Logistics

DATE: 5 August 1963

FROM : Chief, Administrative Staff

SUBJECT: Summary Highlights - July 1963

1. The classification survey of the Printing Services Division was completed in July. It is now being reviewed for final approval by the Manpower Control Officer. The survey resulted in several upgradings of GS and LB positions. A request for a similar survey of the Logistics Services Division has been submitted.

2. One Logistics Officer Trainee reported for duty during July. Five additional candidates are in process. One trainee resigned for personal reasons.

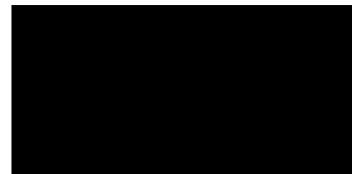
3. The final personnel and fund allocation for FY 1964 was received in July. Following is a comparison between our request and the allocation:

RequestedAllowed

25X1A1a



We have been required to absorb some sizeable unprogrammed requirements within our fund allocation which will necessitate deferral of some programmed requirements as well as reduction in some planned service activities.



25X1A9a

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